

**APPROVED 6/5/2003**

State of Texas  
Records Retention Schedule

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Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

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\_\_\_ ADDENDUM PAGE

407 - BUREAU OF KIDNEY HEALTH CARE											
	2137	CLIENT APPLICATION LOG	1		1	C		P			
	2140	DE-ENCUMBERANCE REPORT	1		1	C		C			REPORT USED TO IDENTIFY INACTIVE CASES
	2165	PATIENT ELIGIBILITY FILES	AC+1	4	AC+5	C		P			90-501-045 AC=FUNDS TERMINATION OR PATIENT'S DEATH
1.1	2070	SLIAG ELIGIBILITY CRITERIA	US+1		US+1	O		P	X		SLIAG = STATE LEGALIZATION IMMIGRANT ASSISTANCE GRANT
1.1	2129	AUTOMATED RETURN LETTERS	2		2	O		P			
1.1	2166	DRUG TRANSPORTATION RETURN LETTER-TAGS	FE+1		FE+1	O		P			
1.1	2167	MEDICAL CLAIMS RETURN LETTER TAGS	FE+1		FE+1	O		P			
1.1	2180	TDH/KHP LEGISLATIVE REPORTS	3		3	O	A	P			
1.1.	2110	REQUEST FOR STATUS LOG	1		1	O		E			
1.1.002	1318	AUDITS	AC+3		AC+3	O		P			AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. THE RECORD COPY OF ANY AUDIT PERFORMED BY THE STATE AUDITOR'S OFFICE IS RETAINED PERMANENTLY BY THE AGENCY.
1.1.006	3548	COMPLAINT FILES	AC+2		AC+2	O		P			AC=FINAL DISPOSITION OF COMPLAINT
1.1.007	1235	TDH/KHC ADMINISTRATIVE CORRESPONDENCE, INCLUDING ADVISORY COMMITTEE CORRESPONDENCE	3		3	O	R	P	X		
1.1.008	1248	GENERAL CORRESPONDENCE (INCLUDES INTER-OFFICE MEMOS, REQUESTS FOR DRUGS)	1		1	O		O			PAPER, ELECTRONIC
1.1.014	1320	LEGAL OPINIONS AND ADVICE	AV		AV	O	R	P			
1.1.024	1013	PLANNING INFORMATION (ADS NOTES, PROPOSALS)	AC+3		AC+3	O	R	P			ADS=AUTOMATED DATA SERVICES

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1.1.025	2101	RULES & REGULATIONS (DIALYSIS CONTRACT PROC; ADM POLICY; KHP RULES)	US+3		US+3	O	R	P	X		
1.1.057	1314	TRANSITORY INFORMATION	AC		AC	O		O		PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.	
1.1.058	1266	TDH/KHC ADVISORY COMMITTEE MEETINGS AND MINUTES	PM		PM	O	A	P	X		
1.1.058	3705	MEETING AGENDAS & MINUTES	PM		PM	O	A	P	X		
1.1.064	3031	PERFORMANCE MEASURES SUPPORTING DOCUMENTATION	FE+3		FE+3	O		P	X		
1.1.065	2124	GENERAL STATISTICAL REPORTS	AV		AV	O		P			
1.1.066	2053	KHP ANNUAL REPORT	PM		PM	O	A	P		COPIES SENT TO PUBLICATIONS CLEARINGHOUSE; PERMANENT RETENTION IS REQUIRED FOR HISTORICAL DATA & PROGRAM ANALYSIS	
1.1.067	1313	ADMINISTRATIVE REPORTS AND SPECIAL PROJECTS	3		3	O	R	P			
1.2.003	2130	FORMS HISTORY FILE	AC+1		AC+1	O		P		AC=DISCONTINUANCE OF USE OF FORM	
1.3.001	2131	KIDNEY HEALTH PROGRAM NEWSLETTER - RECORD COPY	PM		PM	O		P		FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/TDH LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, COPIES ARE SENT TO BUREAU OF RESOURCE MANAGEMENT (HHS PRINTING) FOR DISTRIBUTION TO CLEARINGHOUSE/LIBRARY. PERMANENT RETENTION REQUIRED FOR HISTORICAL DATA & PROGRAM ANALYSIS.	
1.3.002	1763	PUBLICATION DEVELOPMENT FILES	AV		AV	O	R	O		ARTWORK, PHOTOS, NEGATIVES, PRINTING PLATES, ETC	
2.2.001	2113	COMPUTER SECURITY INFORMATION	AV		AV	C		P	X		

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2.2.004	2119	ADP LOG	3 MOS.		3 MOS.	O		P			
3.1	2182	TDH KIDNEY HEALTH PROGRAM ADVISORY COMMITTEE NOMINATIONS	3		3	O	R	P			
3.1	5841	PAYRUN RECORD PRINTOUTS	2	2	4	O		P			
3.1.001	1012	APPLICATIONS FOR PERMANENT EMPLOYMENT NOT HIRED	1	1	2	O		P			MAY CONTAIN SOME CONFIDENTIAL INFORMATION.
3.1.014	1016	EMPLOYMENT SELECTION RECORDS	2		2	O		P	X		MAY CONTAIN SOME CONFIDENTIAL INFORMATION
3.1.018	5842	GRIEVANCE RECORDS	AC+2		AC+2	O		P	X		MAY CONTAIN SOME CONFIDENTIAL INFORMATION /AC=FINAL DECISION ON GRIEVANCE
3.1.019	1315	PERFORMANCE JOURNALS	2		2	O		P			MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.
3.1.020	1316	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O		P			MAY CONTAIN CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION
3.1.023	1764	POSITION DESCRIPTIONS	US+4		US+4	O		P	X		
3.3	2205	TRAINING SUPPORT DOCUMENTATION	AC+2		AC+2	O		O			AC=COMPLETION OF CLASS. PAPER AND ELECTRONIC
3.3.023	1321	APPROVED TRAVEL/REGISTRATION REQUESTS	FE+3		FE+3	O		P			
3.3.026	2193	TDH/KHP PROGRAM STAFFING	US+3		US+3	O		P			
3.4.004	4993	OVERTIME AUTHORIZATION	2		2	O		P			
3.4.007	1017	TIME OFF AND/OR SICK LEAVE REQUESTS	FE + 3		FE + 3	O		O			PAPER, ELECTRONIC
3.4.007	2198	DAILY ABSENCE REPORTS AND LEAVE REQUESTS	FE+1	2	FE+3	O		O			PAPER, ELECTRONIC; FORMERLY KNOWN AS TIME OFF AND/OR SICK LEAVE REQUESTS 99-501-247
4.1	2080	TDH/KHP/CO-PAY RETURN LETTER FILE	FE+3		FE+3	O		P	X		

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4.1	2111	MEDICAL CLAIMS LOG	1		1	O		P			
4.1.003	3706	CANCELLED WARRANTS FILE	FE	3	FE+3	O		P			99-501-253
4.2	2089	PROGRAM RECIPIENT AND PROVIDER REFUND FILE FORMERLY (STORED AS PATIENT & PROVIDER REFUND FILE)	FE+1	2	FE+3 *	C		P			90-501-044
4.2	2092	PROGRAM WARRANT TRACER REQUEST FILE	FE+3		FE+3 *	O		P			
4.2.005	1356	MEDICAID TRANSPORTATION CLAIMS	FE+6 MOS	4Y6MOS	FE+5	C		P			RETENTION IS BASED ON MEDICAID REQUIREMENTS
4.2.005	2162	DRUG AND TRANSPORTATION PAYRUN CLAIMS FORMERLY STORED AS: PATIENT CLAIMS	FE+6 MO.	2YR+6M	FE+3 *	O		P			90-501-046
4.2.005	2163	MEDICAL PAYRUN CLAIMS FORMERLY STORED AS: MEDICAL CLAIMS	FE+6MO.	2YR+6M	FE+3 *	O		P			90-501-043
4.3	2164	PAYRUN LOGBOOKS	1		1	O		P			
4.5	3711	BIENNIAL BUDGET FILES	FE	4	FE+4	O	A	P	X		99-501-255
4.5.	2107	PROVIDER INFORMATION AND FACT LIST	US		US	O		P	X		
4.5.002	2128	PRODUCTION REPORTS	FE+3		FE+3	O		C			
4.5.005	1317	SLIAG FINANCIAL REPORTS	FE+3		FE+3	O		P	X		SLIAG=STATE LEGALIZATION IMPACT ASSISTANCE GRANT
4.5.006	3707	ANNUAL OPERATING BUDGET FILES	FE	3	FE+3	O		P			98-501-243
4.7	2160	COMPTROLLER HELD WARRANT RECORDS	1		1	O		P			LOG TO SHOW MAIL DATE OF HELD WARRANTS BY COMPTROLLER
4.7.	2063	MEDICARE PREMIUM PAYMENT VOUCHERS	AC		AC	O		P			AC=TIME PATIENT BECOMES INACTIVE THEN VOUCHERS BECOME A PART OF THE CLIENT'S FILE
4.7.008	1766	GRANT INFORMATION	AC+3		AC+3	O		P	X		
5.1.001	1767	CONTRACTS	AC+4		AC+4	O		P	X		

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5.1.001	2097	CONTRACT TRACKING	AC+4		AC+4	O		P		
5.1.001	2121	PROVIDER CONTRACT FILES	AC	4	AC+4*	O		P	X	01-501-325
5.1.004	1762	MAIL AND TELECOMMUNICATIONS LISTINGS	US		US	O		P		
5.1.007	1768	REQUISITIONS FOR PRINTING SERVICES	AV		AV	O		P		
5.2.008	2112	HARDWARE REPAIR LOG	LA+3		LA+3	O		P		
5.2.009	1769	EQUIPMENT INVENTORY	FE+3		FE+3	O		O		PAPER, ELECTRONIC
5.2.010	1563	EQUIPMENT MANUALS	LA		LA	O		P		
5.3	1770	PURCHASING RECORDS	FE+3		FE+3	O		P		
5.4.012	1861	SECURITY ACCESS RECORDS	AC+2		AC+2	C		P	X	
5.5.002	2078	CLAIMS PHONE LOG	AV		AV	O		P		EACH WORKER (ID) HAS THEIR OWN PHONE LOG

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